JULY 7, 2014 8:30 A.M.
JONES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
JONES COUNTY OFFICE COMPLEX – COMMISSIONERS' ROOM
MINUTES

#### **COMMISSIONERS PRESENT:**

Mike Haddock, Chairman Sondra Ipock-Riggs, Vice-Chairman Joseph Wiggins, Commissioner Zack Koonce, Commissioner Frank Emory, Commissioner

#### **OFFICIALS PRESENT:**

Franky J. Howard, County Manager Angelica Hall, Acting Clerk Samuel Croom, Tax Collector Ivy Reid, Cooperative Extension Director

The Chairman called the meeting to order and Commissioner Zack Koonce gave the invocation. A **MOTION** was made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the agenda be approved as presented.

**MOTION** made by Commissioner Frank Emory, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** the minutes of June 16, 2014 Regular Session, June 23, 2014 Special Meeting, June 30 Special Meeting, June 30 Budget Meeting, and June 30 Closed Session be **APPROVED**.

#### **PUBLIC COMMENT PERIOD:**

There was no public comment.

#### 1. PROPERTY TAX RELIEF

Samuel Croom explained Nancy Westbrook filed an application for tax relief due to disability. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs and unanimously carried **THAT** the tax relief request be **APPROVED** as presented.

#### 2. TAX COLLECTOR CHARGE

Samuel Croom requested to be charged as the Tax Collector for fiscal year 2014-2015. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Sondra Ipock-Riggs, and unanimously carried **THAT** Samuel Croom be **CHARGED** as the Tax Collector for fiscal year 2014-2015. A copy of the Tax Collector Charge is marked Exhibit A and is hereby incorporated by reference and made part of these minutes.

#### 3. YEAR END TAX SETTLEMENT

Samuel Croom presented the final report of tax collections to the Commissioners.

MOTION made by Commissioner Frank Emory, seconded by Commissioner Zack

Koonce and unanimously carried THAT Year End Settlement be APPROVED as

presented, a copy of which is marked Exhibit B and is hereby incorporated by reference
and made part of these minutes.

#### 4. REVIEW OFFICER-SUSAN RIGGS

Samuel Croom requested Susan Riggs be appointed as a Review Officer for the tax office. Ike Canady has resigned and a replacement is needed. Commissioners questioned qualifications and Mr. Croom assured the Commissioners, Susan would be receiving training as well as attending classes for becoming a Review Officer. MOTION made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce and unanimously carried THAT Susan Riggs be APPOINTED as requested, a copy of the Resolution is marked Exhibit C and is hereby incorporated by reference and made part of these minutes.

#### 5. CDBG RELEASE OF PROPERTY

Franky Howard explained Lessa Evette Brimmer was awarded a CDBG home in 2005, and with the expansion of Highway 17 the homeowner is required to relocate. The lien the County currently has would be in place until 2015 and has a balance of 4,300.00. Miss Brimmer is requesting the County forgive this remaining lien and release the property. **MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the property be released and the remaining lien forgiven.

#### 6. OFFER TO PURCHASE-TAX FORECLOSURE

Franky Howard explained the County had received an offer to purchase tax parcel 4499-06-7371-00, located at 585 Wyse Fork Road Trenton, NC 28585. Randall Simmons offered 6,000.00 for the property. The County will advertise for upset bids. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the bid be **ACCEPTED**.

#### 7. FINANCIAL INSTITUTIONS

Franky Howard presented the annual update of financial institutions and signature designations. **MOTION** made by Commissioner Frank Emory, seconded by Commissioner Zack Koonce, and unanimously carried **THAT** the financial information be **APPROVED** as presented, a copy of which is marked Exhibit D and is hereby incorporated by reference and made part of these minutes.

#### 8. ATTORNEY INVOICES

The Board reviewed the attorney's invoices. There was no additional discussion. **MOTION** made by Commissioner Joseph Wiggins, seconded by Zack Koonce, and unanimously carried the attorney invoices be **APPROVED** as presented.

General Legal	3,546.70
Health Department	805.00
Sheriff	1,345.75
DSS Department	10,940.25
Matchpoint	80.00

#### 9. CDBG CATALYST BID PROPOSALS

Franky Howard presented the bid proposals the County had received for the 2011 CDBG-Catalyst Project. The bids are as follows:

Housing Rehabilitation Bid Proposals:

Holland Construction Co. 9,550.00 Roanoke Electric Corp. 11,100.00

Provision & Installation of Singlewide Manufactured Homes Bid Proposals:

First Choice Home 53,000.00 Atlantic Housing LLC 46,890.00

Bids are per unit. Two units are being purchased.

Demolition & Clearance Bid Proposals:

Taylor's Hauling & Grading 2,390.00 Rick Bostic Construction 2,176.00 Eastern Environmental, Inc. 3,995.00

Bids are per unit. Two units will be demolished.

**MOTION** made by Commissioner Frank Emory, seconded by Sondra Ipock-Riggs, and unanimously carried **THAT** the following bids be **APPROVED** as presented:

Holland Construction Co. 9,550.00 Atlantic Housing, LCC (per unit) 46,890.00 Rick Bostic Construction (per unit) 2,176.00

#### 10. HOWARD HEIGHTS LANE DOT RESPONSE

Franky Howard presented the Commissioners with a letter from the North Carolina Department of Transportation detailing the standards required for the NCDOT to maintain this road. No action was required. This information will be forwarded to the citizens from Howard Heights Lane that presented the request. A copy of which is marked Exhibit E and is hereby incorporated by reference and made part of these minutes.

#### 11. APPOINTMENTS-FRIENDS OF THE BROCK MILL POND

Franky Howard presented the Board with the request to establish the Friends of the Brock Mill Pond Advisory Committee. The Board would be comprised of fifteen appointed members as well as six members as advisors to the committee. MOTION made by Commissioner Frank Emory, seconded by Commissioner Mike Haddock, and carried THAT the Board be APPOINTED as requested with the addition of Zack Koonce as a representative of the Commissioners. Commissioner Sondra Ipock-Riggs OPPOSED. A copy of the membership list as well as the Board Bylaws are marked Exhibit F and are hereby incorporated by reference and made part of these minutes.

#### 12. WATER LINE UTILITY EASEMENT

Attorney Jimmie Hicks advised the Board this was a discussion to be held in Closed Session 143.318.11(a)(3). **MOTION** made by Commissioner Frank Emory, and seconded by Joseph Wiggins and unanimously carried **THAT** the Board go into Closed

Session. MOTION made by Commissioner Frank Emory, seconded by Sondra Ipock-Riggs and unanimously carried THAT the Board go out of Closed session.

#### 13. CLOSED SESSION 143.318.11(a)(3)

MOTION made by Commissioner Frank Emory, and seconded by Joseph Wiggins and unanimously carried THAT the Board go into Closed Session. MOTION made by Commissioner Frank Emory, seconded by Sondra Ipock-Riggs and unanimously carried THAT the Board go out of Closed session.

#### **COUNTY MANAGER'S REPORT**

Franky Howard had no additional reports.

#### **COMMISSIONERS' REPORT**

There were no additional comments from the Commissioners.

#### **PUBLIC COMMENT**

There were no public comments.

**MOTION** made by Commissioner Joseph Wiggins, seconded by Commissioner Frank Emory, and unanimously carried **THAT** the meeting be adjourned at 10:15 a.m.

Mike Haddock	Melissa Moore-Freeman
Chairman	Clerk to the Board

BOARD OF COUNTY COMMISSIONERS

MIKE HADDOCK, Chairman 2314 Wyse Fork Rd. Trenton, NC 28585

SONDRA IPOCK RIGGS, Vice Chairman 862 Riggstown Rd. Pollocksville, NC 28573

JOSEPH F. WIGGINS 641 Richlands Road Trenton, NC 28585

ZACK KOONCE 1539 Ten Mile Fork Road Trenton, NC 28585

FRANK EMORY 8466 Hwy 41 West Richlands, NC 28574 **EXHIBIT A** 



POST OFFICE BOX 340 TRENTON, NORTH CAROLINA 28585 (252) 448-7571 FAX (252) 448-1072 COUNTY MANAGER

FRANKY J. HOWARD P.O. Box 340 Trenton, NC 28585

**COUNTY ATTORNEY** 

JIMMIE B. HICKS P.O. Drawer 889 New Bern, NC 28563

CLERK TO THE BOARD

MELISSA MOORE-FREEMAN P.O. Box340 Trenton, NC 28585

WEBSITE:

www.jonescountync.gov
email:
jonescounty@jonescountync.gov

State of North Carolina County of Jones To the Tax Collector of Jones County

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Jones County Tax Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Jones and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal this 7<sup>th</sup> day of July, 2014.

[SEAL]

Mike Haddock, Chairman

Mich Hodel

Jones County Board of Commissioners

ATTEST

Melissa Moore-Freeman, Clerk

Jones County Board of Commissioners

SUMMARY OF TAX COLLECTIONS YEAR ENDING JUNE 30, 2014

	22 111 74 74 74 74 74 74 74 74 74 74 74 74 74	1
TOTAL	94,436,22 185,217,11 929,432,17 703,357,92 900,353,37 1,941,606,41 786,048,74 343,670,34 148,304,91 139,517,34 87,246,66	11 111 111
FIRE DISTRICT	33.45 81.38 1,860.55 1,039.18 2,127.83 1,797.52 93.46 93.46 14.23 7.65	7 004 50
DRAINAGE DISTRICT	1.85 58.22 884.48 491.56 316.54 1,867.00 74.11 94.20 37.88 11.32 11.29	4 517 00
TRENTON TAXES	1,855.68 1,289.15 7,950.61 6,980.80 9,010.74 13,662 4,226.45 779.74 1,246.53 225.16	56 016 91
POLLOCKSVILLE TAXES	623.32 392.80 427.70 454.65 628.87 301.89 188.02 398.98 229.72 210.14 192.67	4.206.67
MAYSVILLE TAXES	3,889.27 5,477.22 31,435.66 43,336.08 47,168.35 35,718.48 24,332.78 18,720.34 8,156.65 5,446.10 7,820.64	234.659.97
PRIOR YEAR COUNTY TAXES	51,921.66 113,919.47 38,666.17 30,052.15 31,665.15 31,652.15 42,372.13 42,372.13 28,424.04 22,882.27 18,262.83 11,774.75	431,510.60
RELEASES COUNTY/CITY	962.44 1,126.30 717.91 334.58 1,742.13 284.94 996.47 765.02 858.54 0.00 729.24 136.89	8,654,46
RELEASES COUNTY/CITY		21,895.05
TAXES	36,110,99 64,048,87 848,207,00 621,003,50 809,435,69 1,869,736,14 728,380,43 277,764,91 110,654,12 109,06,75 44,969,57 38,063,83	5,558,081.80
TAXES		36,429.33
MONTH	July August September October November December January February March April May	IOTALS

\*Note: Releases not included in Total
Prepayment of 2013 taxes in the amount of \$29,937.96 that were collected January through August of 2013 are included in the month of August collections above.

SUMMARY OF UNCOLLECTED TAX RECEIPTS BY YEAR OF LEVY - JUNE 30, 2014

		TOTAL	199.89	315,495.28	85,205.06	44,829.70	27,737.37	17.974.01	15,785,25	14,584,10	13,055,77	14,800.93	10,026.41	559,693.77
		ROCK CREEK	0.05	55.32	11.01	06.0	1.01	0.14	0.57	1	t		1.09	70.09
		DRAINAGE	•	35.66	13.37	,	,	,	ı	1	,	,	,	49.03
	TOTAL DUE	CITIES	1	25,529.90	8,137.83	4,492.07	3,394.98	2,056.13	1,669.19	1,829.85	1,686.89	2,327.98	900.66	52,025.48
	TOTA	COUNTY	199.84	289,261.03	76,853.15	40,241.39	24,272.56	15,862.24	14,066.51	12,714.52	11,332.45	12,441.95	9,097.27	506,342.91
	\T\	CITIES	1	30.36	17.62	158.57	88.93	44.86	45.19	37.01	37.63	286.99	10.77	757.93
× 1 1 1 1	PENALTY	COUNTY	í	625.43	433.76	445.41	206.79	181.06	137.50	180.54	116.37	489.59	123.82	2,940.27
<b>ADVERTISITNG</b>	COST	COUNTY	1	613.37	189.70	95.34	68.82	55.50	48.98	39.73	36.43	31.00	27.39	1,206.26
	LEVY	CITIES	1	25,499.54	8,120.21	4,333.50	3,306.05	2,011.27	1,624.00	1,792.84	1,649.26	2,040.99	889.89	51,267.55
	LE	COUNTY	199.84	288,635.60	76,419.39	39,795.98	24,065.77	15,681.18	13,929.01	12,533.98	11,216.08	11,952.36	8,973.45	503,402.64
		YEAR	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	TOTALS

SUMMARY OF DEFERRED TAX

# BY YEAR OF LEVY-JUNE 30, 2013

YEAR	DEFERMENT AMOUNT (TAX BASE)	ROLLBACK AMOUNT (TAX BASE)	DEFERMENT NOT BILLED (TAX BASE)	DEFERMENT (TAX LEVY)	INTEREST UNTIL 6/30/14	TOTAL DEFERMENT AND INTEREST (TAX LEVY)
2013	\$89,240,511	\$98,327	\$89,142,184	\$713,137.47	\$41,005.40	\$754,142.88
	\$88,821,652	\$313,653	\$88,507,999	\$708,063.99	\$104,439.44	\$812,503.43
2011	\$88,557,251	\$630,227	\$87,927,024	\$650,659.98	\$154,531.74	\$805,191.72
	\$87,157,829	\$765,023	\$86,392,806	\$604,749.64	\$198,055.51	\$802,805.15
TOTALS	0.7	\$1,807,230	\$351,970,013	\$2,676,611.08	\$498,032.10	\$3,174,643.18

PREPARED BY:
JONES COUNTY TAX COLLECTOR
July 1, 2014 DATE:
ACCEPTED BY: JONES COUNTY COMMISSIONERS
William Michael Haddock, CHAIRMAN
Sondra Ipock Riggs, VICE CHAIRMAN
Sondra Ipock Riggs, VICE CHAIRMAN
Januaran ( enas Komas The
Zacharias Amos Koonce, III,
Charlie Franklin Emory, Jr.
Charlie Franklin Emory, Jr.
Moseph Kranklin Wiggins Sr
Joseph Franklin Wiggins, Sr.

**EXHIBIT C** 

BOARD OF COUNTY COMMISSIONERS

MIKE HADDOCK, Chairman 2314 Wyse Fork Rd. Trenton, NC 28585

SONDRA IPOCK RIGGS, Vice Chairman 862 Riggstown Rd. Pollocksville, NC 28573

JOSEPH F. WIGGINS 641 Richlands Road Trenton, NC 28585

ZACK KOONCE 1539 Ten Mile Fork Road Trenton, NC 28585

FRANK EMORY 8466 Hwy 41 West Richlands, NC 28574



POST OFFICE BOX 340 TRENTON, NORTH CAROLINA 28585 (252) 448-7571 FAX (252) 448-1072 COUNTY MANAGER

FRANKY J. HOWARD P.O. Box 340 Trenton, NC 28585

COUNTY ATTORNEY

JIMMIE B. HICKS P.O. Drawer 889 New Bern, NC 28563

CLERK TO THE BOARD

MELISSA MOORE-FREEMAN P.O. Box 340 Trenton, NC 28585

WEBSITE:

www.jonescountync.gov
email:
jonescounty@jonescountync.gov

## RESOLUTION APPOINTING REVIEW OFFICERS

WHEREAS, S.L. 1197-309 (S875) makes a number of significant changes in the procedures for recording maps and plats; and

WHEREAS, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

WHEREAS, G.S. 47-30.2 requires the Board of County Commissioners in each County, by resolution, to appoint a person to serve as Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Jones County Board of Commissioners to insure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Register of Deeds for recording.

NOW, THEREFORE, BE IT RESOLVED, effective December 2, 2013, that Samuel Croom, Susan Riggs and Gairy Canady, Jr. in the Jones County Tax Office are hereby appointed to perform all responsibilities as required for Review Officer under the appropriate North Carolina General Statutes. In addition, Samuel Croom, Susan Riggs and Gairy Canady, Jr. may delegate to other members of the Tax Office to perform all responsibilities as required for Review Officer.

**BE IT FURTHER RESOLVED** that a copy of this Resolution designating the Review Officers be recorded in the Jones County Register of Deeds Office and indexed in the name of the Review Officer.

This the 7th day of July, 2014.

Mike Haddock, Chairman

ATTEST

Melissa Moore-Freeman, Clerk to the Board

#### **EXHIBIT D**

July 1, 2014

TO; **Board of Commissioners** 

FROM: Melissa Moore-Freeman, Finance Officer

SUBJECT: FINANCIAL INSTITUTIONS FOR FY 2014-2015

The following financial institutions are to be used for the banking and investment of all county funds:

> Branch Banking & Trust Co. Trenton First Union National Bank Charlotte First Citizens Maysville

All checks, drafts and wire transfer are to be signed by one of the following:

Melissa Moore-Freeman Finance Officer

Amanda Meadows **Assistant Finance Officer** 

Franky Howard County Manager

All checks are to be countersigned by one of the following:

Mike Haddock Chairman Sondra Ipock Riggs Vice-Chairman Frank Emory Commissioner Joseph Wiggins Commissioner Zack Koonce Commissioner

All checks are to be signed by the signature machine that has the following signatures:

> Melissa Moore-Freeman Finance Officer

Mike Haddock Chairman

#### **EXHIBIT E**



# STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

June 17, 2014

Mr. Franky J. Howard Jones County Manager P.O. Box 340 Trenton, NC 28585

Subject: Addition to the State System of Howard Heights Lane (Private Road) in Howard

Heights Subdivision in Jones County

Dear Mr. Howard:

Thank you for your interest in adding Howard Heights Lane (Private Road) to the State System. Paragraph 10 of the <u>Requirements for Addition of Subdivision Roads to the System</u> in the DIVISION OF HIGHWAYS NCDOT SUBDIVISION ROADS MINIMUM CONSTRUCTION STANDARDS, dated January 2010, states the following:

Any subdivision road with a right-of-way dedicated, recorded, or that has preliminary approval from a county planning board dated after September 30, 1975, will not be added to the State System unless the road is built to the minimum construction standards of the Division of Highways for subdivision roads.

According to our records, Howard Heights Subdivision was recorded on March 8, 1987, which is after the required date. Therefore, Howard Heights Lane cannot be added to the State System unless it is built to the minimum construction standards. If you have any questions or need any further information, please contact me at the address below.

Sincerely,

Chris Smith

Engineering Technician

Chris Smith

cc: Mr. Preston Hunter, PE

File

MAILING ADDRESS: NC DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS DIVISION 2, DISTRICT 3 1629 HWY. 258 SOUTH KINSTON, NC 28504 TELEPHONE: (252) 527-0053 FAX: (252) 527-7920

WERSITE: WWW NCDOT GOV

LOCATION: 1629 Hwy, 258 South Kinston, NC

#### **EXHIBIT E**



# STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

June 17, 2014

Mr. Franky J. Howard Jones County Manager P.O. Box 340 Trenton, NC 28585

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Heights Subdivision in Jones County

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Sincerely,

Chris Smith

Engineering Technician

Chris Smith

cc: Mr. Preston Hunter, PE

File

MAILING ADDRESS: NC DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS DIVISION 2, DISTRICT 3 1629 Hwy. 258 SOUTH KINSTON, NC 28504 TELEPHONE: (252) 527-0053 FAX: (252) 527-7920

WERSITE: WWW.NCDOT.GOV

LOCATION: 1629 Hwy. 258 South Kinston, NC

#### **EXHIBIT F**

## "Friends of the Brock Mill Pond"

Board Members – 15
Larry Meadows, Economic Development
Kyle Koonce, Committee of 100
, County Commissioner

Carol Hood, Community Member
Charlie Jones, Historical Society
John Simmons, Pollocksville Town Counsel
Joletha White, Community Development
Ann Waller, Community Member
Cora Davenport, Historical Society
Tommy Moore, Business Owner
Lucy Marston, Resident and owner of historic home
Darlene Spivey, Trenton Mayor
Schumata Brown, Town County Council Maysville
Ed Waltz, Maysville Mayor
Vic Bryant, Maysville

### Advisors

Franky Howard, County Manager
Ivy Reid, County Extension Director
Clifton Mills, DOT
Melissa Moore-Freeman, County Finance
Charles Jones, Brock Motor Co
John Eddy, Dam Engineer

#### Section III. Vacancies

Recommendations for appointments to fill unexpired terms shall be sought from the existing FOBM and presented for approval by the Jones County Board of Commissioners.

#### Section IV. Officers and Elections

There shall be a chairperson, vice chairperson, secretary and treasurer of the FOBM Board. The chairperson shall appoint a nominating committee no later that October 1 to prepare for the annual election of officers at the January meeting

Officers shall serve for a one (1) year term with the option of re-election for any number of terms so long as he/she is a member of the FOBM. In the event an officer's appointment to the FOBM is terminated, a replacement to this office shall be elected by the FOBM from its membership at the meeting following his/her termination.

#### Section V. Lead Agency

It is the duty of the Jones County Commissioners to appoint the Lead Agency for this Board. Their duties include: advising the board, sending out notices for meetings, assisting the Chairperson in developing an agenda, researching appropriate grant opportunities, providing a meeting space for meetings,

#### Section VI. Duties of Officers

Chairperson: shall preside at all meetings, sign any papers on behalf of the Board, appoint committees, call special meetings when he/she deems necessary and performs or delegates all additional duties associated with being Chairperson.

Vice-Chairperson: shall serve in the absence of the chairperson. When both the Chairperson and the Vice Chairperson are absent, a temporary chairperson shall be elected by those members who are present.

Secretary: shall keep official records of the Board, send out notices of meetings, handle correspondence of the Board as directed and keep minutes of each meeting.

Treasurer: shall keep track of all funds, report regularly to the membership, make sure bills and deposits are made in a timely manner.

# Section VII. Meetings Quorum and Attendance

Regular meetings of the FOBM shall be held at on the in at the . The Chairperson may call a special meeting at any time by giving each Board Member at least 72 hours notice.	t
A quorum is required at any meeting before action of official nature may be taken. Fifty-one percent (51%) of the voting members shall constitute a quorum.	
Adopted by the Jones County Friends of the Brock Mill Board on, 2014.	
JC Friends of the Brock Mill Board Chairperson	